1. Educational Activity: ________________________________
   Specify your target audience: ________________________________
   Think of your Gaps and Needs: ________________________________
   Describe the educational activity that you are planning in terms of:
   WHAT? – What tools you plan to use?
   WHO? & HOW? – What format(s) you plan to use?

2. Choose an element of the AAP COCME Best Practices Guide to Teaching & Learning that relates to your educational idea, activity, or format:
   ___ Set the stage
   ___ Keep them engaged
   ___ Inspire practice change

3. Choose ACCME Commendation Criteria from the menu that seem to match your idea the best.
   Promotes team-based education
   ___ Engages teams
   ___ Engages patients/public
   ___ Engages students/trainees
   Addresses public health priorities
   ___ Advances data use
   ___ Addresses population health
   ___ Collaborates effectively
   Enhances skills
   ___ Optimize communication skills
   ___ Optimize technical/procedural skills
   ___ Creates individual learning plans
   ___ Utilizes support strategies
   Demonstrates educational leadership
   ___ Demonstrates creativity/innovation
   ___ Supports CPD for CME team
   ___ Engages in research/scholarship
   Achieves outcomes
   ___ Improves patient/community health
   ___ Improves healthcare quality
   ___ Improves performance

4. Reflect on how your Best Practices meet the criteria. How will you measure or demonstrate compliance? Also refer to the Standards and Critical Elements of the criteria. [https://www.accme.org/accreditation-rules/accreditation-criteria](https://www.accme.org/accreditation-rules/accreditation-criteria) (scroll down)

Need idea prompts? See our guide at: [https://learn.aap.org/page/cocme-best-practices](https://learn.aap.org/page/cocme-best-practices)

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Homework
On the ACCME website, under each commendation criterion you chose, check the Examples of Compliance & Noncompliance ([https://www.accme.org/resources/compliance-library](https://www.accme.org/resources/compliance-library)). Then, refine your amazing idea!